

# AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

<b>Position Title:</b>	Federal Benefits Claims Representative <b>12/31/03</b>	<b>Announcement No:</b>	<b>40/03</b>
<b>Level of Position:</b>	FSN-09 FP-5 (to be confirmed by Washington)	<b>Opening Date:</b>	<b>12/31/03</b>
<b>Hiring Level:</b>	FSN-08 or FSN-09 (depending on qualifications) or its grade equivalencies: FP-5 or FP-6)	<b>Closing Date:</b>	<b>01/14/04</b>
<b>Work Schedule</b>	40 hours per week	<b>Agency/Office:</b>	CONS Section
<b>Eligibility:</b> AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals			

## **Duties and Responsibilities:**

- Develops, analyses and processes the wide spectrum of claims covering the full range of federal benefits. Interviews applicants, advises inquirers of the type of benefits for which they are eligible. Interprets applicable laws, regulations, policies and procedures. Provides expert analytical opinions in resolution of evidentiary discrepancies.
- Develops and prepares the full range of federal benefits claims to the point of final adjudication. This requires researching and documenting conclusions on all issues that could affect the type and amount of benefits entitlements.
- Develops and documents cases involving fraud and/or complex points of law. Conducts interviews and extensive off-site field investigations.
- Advises potential claimants of provision of the law regarding special complications such as reduced retirement benefits versus reduced disability/survivor benefits.
- Conducts investigations involving the most difficult, sensitive and complex disability claims and program integrity work.

## **Required Skills, Knowledge and Abilities:**

- Completion of one or more years of collegiate study is required.
- From three to five years of progressively responsible experience in work involving the application of complex regulatory material along with extensive public contact or other closely related experience. Three years of the foregoing exp. is acceptable only if acquired in the performance of federal benefits claims representative work.
- Fluent English (level IV) and Spanish (level IV) are required.
- Expert knowledge of a vast and complex body of applicable laws and regulations, precedents and procedures, such as Title 20, Chapter III, Title 42, Chapter IV and Title 38 of the US Code of Federal Regulations; Title II, XVI and XVIII of the Social Security Act; selected provisions of the Internal Revenue Code; various provisions of Public Laws and Statutes; Social Security Rulings; Acquiescence Rulings; the Social Security Program Operations Manual System; the DVA Handbook for Veteran Benefits Counselors. Expert knowledge of host country laws relating to marriage, divorce, estate and inheritance, adoption, legitimization, social insurance, and banking provisions. Knowledge of federal benefits investigative processes and procedures.
- Ability to develop and maintain a range of outside contacts, especially incident to field investigation work, such as embassy staff, local registrars and other local government officials. Exercise of tact and sound judgment in dealing with the public. Ability to work independently. Sound writing and interviewing capabilities.
- Keyboarding skill is required.
- Must possess driver license.

## **Selection Process:**

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

## **To Apply:**

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

**Submit Application to:**

- Via e-mail to: (***buenosaires-rrhh@state.gov***)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina